



**Clinical Nurse Manager 3, Occupational Health
Job Specification & Terms and Conditions**

Job Title, Grade Code	Clinical Nurse Manager 3, Occupational Health (Grade Code 233X)
Campaign Reference	NRS14256
Closing Date	Tuesday 06 th August 2024 at 12 noon
Proposed Interview Date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	<p>There are currently 3 permanent and whole-time vacancies available as follows:</p> <ul style="list-style-type: none"> Occupational Health Department, University Hospital Waterford, Dunmore Road, Waterford, X91 ER8E, Ireland <p>Please note in relation to the vacancy in University Hospital Waterford that there may be some scope for the successful candidate to work part of their working week from one of the other Occupational Health Department South East locations (Wexford General Hospital, St Luke's Hospital Kilkenny or South Tipperary General Hospital, Clonmel), subject to agreement with the line manager.</p> <ul style="list-style-type: none"> Occupational Health Department, Cork University Hospital, Wilton, Cork, T12 DC4A, Ireland Occupational Health Department, University Hospital Galway, Newcastle, Galway. H91 YR71 <p>There is also one specified purpose (6-month duration) and whole time vacancy available as follows:</p> <ul style="list-style-type: none"> Occupational Health, Dublin North, 2nd Floor, Block 10-1 Blanchardstown Corporate Park, Ballycoolen, Dublin 15, D15 WDH4 <p>A panel may be formed as a result of this campaign for Clinical Nurse Manager 3, Occupational Health, Occupational Health Services, Workplace Health and Wellbeing Unit, National HR from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.</p>
Informal Enquiries:	Dr. Grant Jeffrey, Director of the Workplace Health & Wellbeing Unit Email: hr.wellbeing@hse.ie
Details of Service	<p>The Workplace Health and Wellbeing Unit (WHWU) was set up in 2016 within the Human Resources Division to achieve the following:</p> <ul style="list-style-type: none"> To provide services to prevent staff becoming ill or injured at work - this is led through the Occupational Health Services and the National Health and Safety Function. To actively promote health and well-being in the workplace through the Occupational Health Services and Human Resources portfolios.

	<ul style="list-style-type: none"> • To maximise staff access to timely rehabilitation services through Occupational Health Services and Human Resources portfolios and internal and external rehabilitation services. • To proactively and reactively manage work-related stress and other complex organisational, psychological factors that can arise in the workplace through the Organisational Health Department. <p>Occupational Health Services are provided nationally via a hub and spoke model. Each hub team is led by an Occupational Health Physician and supported by Occupational Health Nurses and administrative staff.</p> <p>Model of Care</p> <p>The Model of Care used by the Workplace Health & Wellbeing Unit is to deliver services at local level and supported them with a central governance unit. The local services are delivered via a hub and spoke model, with locations defined by geographical area or service delivery unit. Each hub includes Occupational Health Physician services, Occupational Health nursing services, Staff Health & Safety, Employee Assistance Programmes, Critical Incident Stress Management, Rehabilitation Services, Health Promotion and other appropriate supports.</p> <p>The Model of Care is based on the following principles:</p> <ol style="list-style-type: none"> 1. Prevention – to prevent ill health caused or exacerbated by work 2. Timely intervention – to enable accessible and early treatment for the main causes absence due to ill health 3. Rehabilitation – to help staff stay at work or accommodate their return to work after illness 4. Health Assessment - to help manage attendance, reasonable accommodation, ill health retirement and related matters 5. Promotion of health and well-being – using the workplace as a means to improve the health and general well-being of staff 6. Teaching and training – encouraging staff and managers to support the health and well-being of staff <p>The Workplace Health & Wellbeing Unit has Occupational Health Departments at the following locations – Ardee, Blanchardstown, Cork, Dr. Steevens’ Hospital (Dublin 8), Galway, Kerry, Kilkenny, Letterkenny, Limerick, Sligo, South Tipperary, Tullamore, Waterford and Wexford.</p>
Reporting Relationship	The post holder will report to the Head of Department, Occupational Health Department or a senior designated person. Professional nursing support will be provided by the Director of Nursing Occupational Health or senior designated nurse manager.
Key Working Relationships	The CNM3 Occupational Health, will lead the Occupational Health nursing service within the Occupational Health Department. Through their role they will work closely with the Head of Department and the senior administration team in WHWU. This role will also require the CNM3 to work with Professional Bodies i.e. Nursing and Midwifery Board of Ireland, the Office of Nursing and Midwifery Services Director, Nursing and Midwifery Planning and Development Units, Centres for Nurse Education and Third Level Colleges.
Purpose of the Post	The CNM3 Occupational Health, will have a pivotal role in the leadership and management of the Occupational Health nursing service within the Occupational Health Department All nursing staff in the Occupational Health Department will report to the CNM3. The CNM3 will be responsible for compliance with HSE Policies, National Standards and evidence based information. Each Department has a number of ongoing projects including expanding service provision and streamlining of processes to ensure maximum effectiveness and efficiency. The post holder will be expected to lead the modernization of Occupational Health Services in relevant departmental projects.

	<p>Occupational Health Standards were developed in 2017 and the role of the CNM3 is to ensure departmental compliance with the standards as listed below:</p> <ul style="list-style-type: none"> • Worker centred-care and support • Safe and effective care and support • Leadership management and governance • Workforce planning and resources • Use of Information <p>A self-assessment Quality Assessment & Improvement (QA&I) process is in place to support the above standards.</p> <p>The main responsibilities include:</p> <ul style="list-style-type: none"> • Delivering on continuous quality improvement plans through the implementation of Occupational Health Service Standards, utilising the QA&I process • Implementing strategic and operationally integrated workforce plans within the Occupational Health Service for all OHS team members • Implementing performance achievement, implementing practice development, facilitating communication and providing professional / clinical leadership. <p>The CNM3 will work strategically with the Head of Department and the senior administration team in service planning and integration of OHS with other divisions within WHWU.</p> <p>The post holder will optimise relationships with Professional Bodies – Nursing and Midwifery Board of Ireland, the Office of Nursing and Midwifery Services Director, Nursing and Midwifery Planning and Development Units, Centres for Nurse Education and Third Level Colleges.</p>
<p>Principal Duties and Responsibilities</p>	<p>Professional / Clinical</p> <p><i>The Clinical Nurse Manager 3, Occupational Health will:</i></p> <ul style="list-style-type: none"> • Provide a high level of professional and clinical leadership • Provide safe, comprehensive nursing care to service users within the guidelines specified by the Nursing & Midwifery Board of Ireland • The CNM3 will practice according to: <ul style="list-style-type: none"> ○ Professional Clinical Guidelines ○ National and local Health Service Executive (HSE) guidelines. ○ Local policies, protocols and guidelines ○ Current legislation • Operate within the Scope of Practice Framework NMBI • Ensure staff work in compliance with the Scope of Practice Framework • Implement the WHWU Model of Care for Occupational Health Services with the multidisciplinary team • Support the implementation of the Occupational Health Nursing Strategy 2020-2024 • Provide leadership and management on relevant clinical processes, including: • Clinical management and case management for staff contact tracing associated with infection illness including liaising with relevant departments • Liaise with WHWU and regional hubs to manage outbreaks in a planned and co-ordinated way during a pandemic and following a pandemic situation • Pre-placement health assessment • TB screening • Exposure prone procedure clearance • Employee immunisation programme including the updating of medication protocols, implementation of health surveillance programmes where appropriate, ordering of vaccines, health promotion programmes and the Flu Vaccination Campaign

- Liaise with other relevant staff e.g. infection control team, microbiology consultants/team, public health department and any other appropriate specialists or authorities where relevant
- Manage, monitor and evaluate professional and clinical standards ensuring an evidence based, care planning approach
- Manage own caseload in accordance with the needs of the post
- Participate in teams as appropriate, communicating and working in co-operation with other team members
- Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes
- Collaborate with service users in treatment / care planning and in the provision of support and advice
- Communicate results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy / as required
- Formulate, manage and implement approved policies and procedures
- Ensure that service users and others are treated with dignity and respect
- Ensure the maintenance of nursing records in accordance with professional standards
- Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of care
- Evaluate and manage the implementation of best practice policy and procedures e.g. control and usage of stocks and equipment, grievance and disciplinary procedures
- Maintain professional standards in relation to confidentiality, ethics and legislation
- In consultation with other disciplines, implement and assess quality management programmes as appropriate
- Participate in clinical audit as required and ensure that clinical audits are performed in the OHS
- Initiate and participate in research studies as appropriate
- Devise and implement Health Promotion Programmes for service users as relevant to the post
- Operate within Scope of Practice - seek advice and assistance from their manager with any cases or issues that prove to be beyond the scope of their professional competence in line with principles of best practice and clinical governance.
- Ensure staff work in compliance with the Scope of Practice.

Health & Safety

The Clinical Nurse Manager 3, Occupational Health, will:

- Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures
- Take appropriate action on any matter identified as being detrimental to staff and/or service user care or wellbeing / may be inhibiting the efficient provision of care
- Ensure adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc.
- Ensure completion of incident / near miss forms
- Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
- Maintain a feedback mechanism with the clinical risk manager and report to senior management team where appropriate
- Ensure adherence to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. Ensure advice of relevant stakeholders is sought prior to procurement e.g. CNS infection control, Occupational Therapist

- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service

Education and Training

The Clinical Nurse Manager 3, Occupational Health, will:

- Provide support supervision and professional development of appropriate staff.
- Conduct a training needs analysis for the OHS with members of the team
- Contribute to service development through appropriate continuous education, research initiatives, keeping up to date with nursing literature, recent nursing research and new developments in nursing management, education and practice and attend staff study days as considered appropriate
- Provide support advice to those engaging in continuous professional development in his / her area of responsibility
- Have knowledge of the curriculum training programme for undergraduate nursing students
- Support the development of Occupational Health Services as a potential Clinical Learning Environment
- Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff
- Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

Management and Leadership

The Clinical Nurse Manager 3, Occupational Health will:

- Provide strategic leadership within the Occupational Health Service
- Ensure adequate representation on committees at departmental level
- Exercise authority and co-ordinate the functions of the assigned area(s)
- Provide support, advice and direction to staff as required
- Engage with the wider healthcare team and facilitate team building
- Facilitate communication at ward and departmental level and within the senior nurse/midwife team
- Provide staff leadership and motivation which is conducive to good working relations and work performance
- Promote a culture that values diversity, inclusion and equality in the workplace
- Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service, the community, voluntary organisations
- Contribute to the strategic management and planning process
- Formulate service plans and budgets in co-operation with the wider healthcare team
- Lead on practice development within the clinical area
- Conduct and action workforce plans for the Occupational Health Service
- Manage resources, including staff, efficiently and effectively to ensure the highest standards of service
- Manage and evaluate the implementation of the service plan and budget
- Provide reports on activity and services as required
- Develop and manage departmental and nursing policy with a particular emphasis on change management. Monitor as appropriate and lead on proactive improvement
- Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters

	<ul style="list-style-type: none"> • Actively participate in the Nursing Management structure by 'acting up' if / when required • Engage in IT developments as they apply to service user and service administration • Promoting and supporting performance management culture within the Occupational Health Service • The identification, development and monitoring of key performance indicators (KPIs) for the department and organisational service plan/targets, linked with occupational health standards • Development of actions plans to address non-attainment of KPIs where applicable <p>The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Candidates must have at the latest of application:</p> <p>1. Statutory Registration, Professional Qualifications, Experience, etc</p> <p>a) Eligible applicants will be those who on the closing date for the competition:</p> <ul style="list-style-type: none"> i. Are registered in the General division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland (NMBI) (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered. <p style="text-align: center;">And</p> <ul style="list-style-type: none"> ii. Have at least 5 years post registration full time (or an aggregate of 5 years post registration full time) experience of which 2 years (or an aggregate of 2 years post registration full time experience) must be in the speciality or related area of Occupational Health. <p style="text-align: center;">And</p> <ul style="list-style-type: none"> iii. Have the clinical, managerial and administrative capacity to properly discharge the functions of the role <p style="text-align: center;">And</p> <ul style="list-style-type: none"> iv. Candidates must demonstrate evidence of continuous professional development. <p style="text-align: center;">And</p> <p>b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role.</p> <p><u>2. Annual registration</u></p> <ul style="list-style-type: none"> (i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann). <p style="text-align: center;">And</p>

	<p>(ii) Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>3. Health Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>4. Character Candidates for and any person holding the office must be of good character.</p>
<p>Post Specific Requirements:</p>	<ul style="list-style-type: none"> • Demonstrate depth and breadth of experience of working in an Occupational Health setting as relevant to the role. • Demonstrate depth and breadth of experience in the management of a nursing team i.e. providing clinical supervision, managing rotas, annual leave, sick leave etc.
<p>Other requirements specific to the post</p>	<ul style="list-style-type: none"> • Participate in an on-call rota. • Access to appropriate transport as this post may involve travel.
<p>Skills, competencies and/or knowledge</p>	<p>Professional Knowledge and Experience</p> <ul style="list-style-type: none"> • Demonstrate knowledge of HSE Occupational Health Service Standards • Demonstrate competency in clinical practice and service quality • Demonstrate practitioner competence and professionalism. • Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area. • Demonstrate the ability to relate nursing research to nursing practice. • Demonstrate an awareness of HR policies and procedures including disciplinary procedures. • Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc. • Demonstrate a commitment to continuing professional development. • Demonstrate a willingness to develop IT skills relevant to the role. <p>Proactive Approach to Planning and Managing Resources</p> <ul style="list-style-type: none"> • Senses and keeps an ear to the ground on the corporate agenda. Leads on translating the corporate agenda into practical service planning. • Shows awareness of service needs; is able to analyse and assess current systems and demand levels to develop best system / approach based on needs. • Acts as the conduit to ensure that the learning from new service practices actively shapes future service plans. • Shows system understanding and the ability to balance multiple resourcing issues; can skilfully deploy and adjust human resources to meet changes, demands and contingencies. <p>Leadership and Team Management Skills</p> <ul style="list-style-type: none"> • Demonstrates the ability to lead on clinical practice. • Articulates a vision and sets clear objectives for service delivery. • Demonstrate the ability to work within, lead and manage a team. • Is open to, leads and manages change. Makes a positive case for change / introduces new ways of working and sells the benefits of change to others; supports and monitors the implementation of change. <p>Commitment to providing a Quality Service</p> <ul style="list-style-type: none"> • Demonstrate a strong commitment to the delivery of quality service. • Demonstrate the ability to lead on service quality and participate in the service planning and development process. • Demonstrate knowledge of quality assurance practices and their application to nursing procedures.

	<ul style="list-style-type: none"> • Demonstrate motivation, initiative and an innovative approach to job and service developments. <p>Analysis, Problem Solving and Decision Making Skills</p> <ul style="list-style-type: none"> • Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. • Shows sound professional judgement in decision-making; applies research findings to improve nursing practice and processes. • Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. • Uses a range of information sources and knows how to access relevant information to address issues. <p>Communication and Interpersonal Skills</p> <ul style="list-style-type: none"> • Demonstrates sensitivity to issues arising from multiple stakeholders. • Demonstrates good negotiation skills and assertiveness as appropriate. • Tailors communication to suit the needs of the audience and demonstrates sensitivity, diplomacy and tact when dealing with others. • Demonstrates resilience and composure in dealing with situations.
<p>Campaign Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<p>A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.</p> <p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
<p>Diversity, Equality and Inclusion</p>	<p>The HSE is an equal opportunities employer.</p> <p>Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.</p> <p>The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p> <p>The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/</p>
<p>Code of Practice</p>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p>

	<p>The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.</p>
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The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>.

<p>The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.</p>
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This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.



Clinical Nurse Manager 3, Occupational Health Terms and Conditions of Employment

<p>Tenure</p>	<p>The current vacancies available are permanent/specified purpose (6 month duration) and whole time.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
<p>Remuneration</p>	<p>The Salary scale for the post is:</p> <p>€67,972, €69,317, €72,717, €74,054, €75,400, €76,761 (01/06/2024)</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
<p>Working Week</p>	<p>The standard working week applying to the post is to be confirmed at Job Offer stage.</p>
<p>Annual Leave</p>	<p>The annual leave associated with the post will be confirmed at Contracting stage.</p>
<p>Superannuation</p>	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004</p>
<p>Age</p>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <u>Public Servants not affected by this legislation:</u> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
<p>Probation</p>	<p>Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.</p>
<p>Protection of Children Guidance and Legislation</p>	<p>The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.</p>

	<p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.</p> <p>For further information, guidance and resources please visit: HSE Children First webpage.</p>
Infection Control	<p>Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.</p>
Health & Safety	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

² Structures and processes for effective [incident management](#) and review of incidents.